Work with Spaces
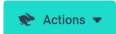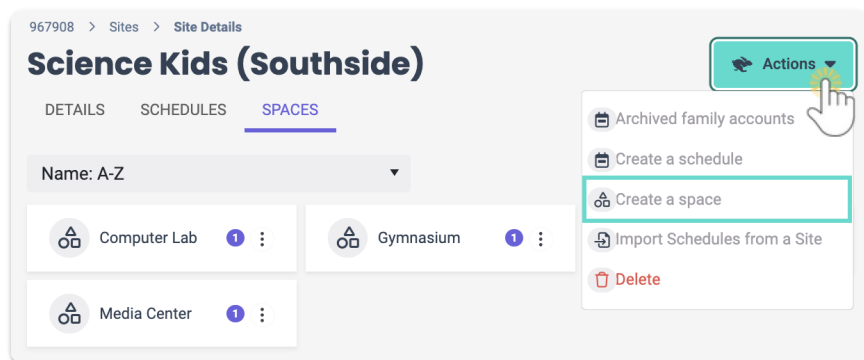
Spaces are the physical locations or rooms at your facility where children attend classes. Every space should be set up in the Jackrabbit Care system and assigned to a class once the **class** has been created. There is a link on each Class page to add Spaces, or you can manage the Spaces from **Settings** (left menu) > **Site Settings** card > **Manage All # Spaces**.

Owners and Administrators automatically have permission to set up Spaces; however, an Administrator is limited to creating them for the site(s) assigned when they were added as a **Team Member**.
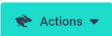
Create a Space

Spaces and their details are created and maintained at the site level. For centers with multiple sites, be sure the right site is selected at the top of the page.

1. Go to **Settings** (left menu) > **Site Settings** card > **Manage All # Spaces.**
   - The color circles indicate the number of classes assigned to existing spaces.
   - Click the **Options** icon ⋮ on the space card and select **Space Details** to see more information about the space.
2. Click the **Actions Menu** ⏪ Actions ▾ > **Create a space**.

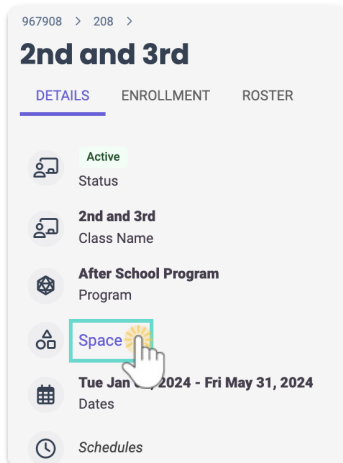3. Add a name in the **Space Name** window.
4. Click **Save**.

The new Space opens on a page, and you can see the Details and Classes tab for that space. Here, you can:

- Click on the Space name to change it.
- See that no Classes have been assigned to a new space.
- Use the **Actions** menu ⏪ Actions ▾ to delete a space if no classes have been assigned to it.

Add a Space to a Class

After Spaces have been created they can be added to classes. Locate the class you want to add a space to.

1. Go to **Programs & Classes** (left menu) > **Programs & Schedules** card > **View All Classes.**
2. Click **Details** on the class card you want to add the Space to.
3. Click the **Space** link under the **Details** tab.

4. Select the Space from the drop-down menu or click **+NEW** to add a new space to the site.
5. Click **Save**. The space is immediately added to the class. This designated space can be changed as often as needed.